

Leadership Link

Web site: <http://www.lincoln.ne.gov/city/person/NMA-1index.htm>

August 2005 Volume 9, Issue 4

CALENDAR OF EVENTS

September 6

Breakfast meeting
7:30 a.m.
1st Choice Credit Union
Dr. B.J. Reed

September 14

Nebraskaland Council
Meeting in Omaha

September 17

Board of Directors

October 1-3

National NMA
Conference

October 4

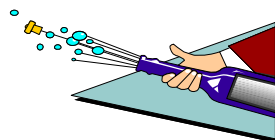
Luncheon meeting
11:30 am
Champions Club - UNL
Dr. Lynn Harland

October 19

Board of Directors

November 1

Breakfast meeting
7:30 a.m.
1st Choice Credit Union
Chief Tom Casady



CONGRATULATIONS Link's In-box of Letters

Editor's Note - Mr. John Hojnacki, Certified Manager, and chairman of the Recognitions Committee of the NMA sent the following letter to Julie Peter.

"Congratulations to you and everyone at Leadership Link for having achieved the **NMA Outstanding Chapter Award for 2005**. This is quite an accomplishment that requires organization, cooperation and dedication by everyone working toward this common goal. You, your chapter officers, and the other chapter members can be proud of their performance during the past year.

The NMA Excellent, Superior, and Outstanding Award were established to recognize those chapters which exhibit truly exemplary programs and activities. While achievement of an award is truly admirable, the real honor comes in knowing that you have provided a professional chapter environment.

On behalf of the NMA Executive Board and Board of directors, I would again like to congratulate everyone involved with your chapter. Please convey our sincere appreciation to your company's executive management for their continued support. We hope to see your chapter represented in Sparks/Reno, Nevada, at our 2005 NMA National Conference so you can be properly recognized for this accomplishment!"

NEW NAME BADGES

There's going to be a few new changes at the monthly Leadership Link meetings. The most exciting news is our new name badges. Leadership Link wants to acknowledge your years as a member. Trish Owen came up with a brilliant idea to attach different color ribbons to the badges that signifies the number of years that a person has been a member.



Colors are as follows:

- Blue ... 0 to 4 years
- Green... 5 to 9 years
- Red... 10 - 14 years
- Purple ... 15+ years
- Gold ... Lifetime / Retired

Another change in the monthly meetings is the entire year is lined up with great speakers and confirmed locations. Our breakfast meetings will be held at the 1st Choice Credit Union, and the luncheon meetings will be held at UNL's Champion Club. Parking for the Champions club will be validated when you park in the Stadium Parking Garage, located at 10th & "T" Streets.

Another positive change is the cost for meals. This cost will be the same each time. Members will pay \$9 and non-members will pay \$12. As we all know, you do not have to be a member to take advantage of exciting and thought-provoking professional programs. If you are not a member and have questions, please contact Pat Kant, or any board member.

Leadership Link
Chapter #517
P.O. Box 85224
Lincoln, NE
68501-5224

**LEADERSHIP LINK
EXECUTIVE BOARD**

Meetings held the third
Thursday of the Month

President

Julie Peter
441-7463

President Elect

Donna Barrett
441-6157

Secretary

Colleen Andrews
441-3846

Treasurer

Steve Owen
441-5925

Past President

EJ Schumaker
441-8036

Award Committee

Mary Johnson
441-8262

Community Services

Martha Hakenkamp
441-6154

Member Relations

Pat Kant
441-7880

Program Committee

Trish Owen
441-7488

Professional Development

Terri Storer
441-7269

Public Relations

Colleen Floth
441-8690

Web Site

Doug Thorpe
441-7531

Nebraskaland Council

Colleen Floth
441-8690
EJ Schumaker
441-8036
Julie Peter
441-6085

National Director

Jan Lehmkuhl
479-5714

Associate Director

EJ Schumaker
441-8036

A message from our President

by Julie Peter

We are off to a great start for the Leadership Link year.

I would like to thank Angela Fredrickson in Public Works & Utilities Department, Street Maintenance and Robyn Cruse-Miller, Lincoln Water System, for their help at the reservation table on August 2nd. The opportunity presents a good way to get to know the names and faces of your fellow members as well as providing you a way to get involved with the organization. If you are interested in participating in this opportunity or helping out in any other way, please contact our Member Relations Chair, Pat Kant or any other Board of Director member.

Our August speaker, Dr. John Dumonceaux, gave us an interesting talk on the "Slight Edge" difference between being successful and being unsuccessful in what you do. I hope everyone was able to take back to their office something useful from his message.

I am reminded every day of the wealth of information available on-line. If you have not yet visited the NMA Web site at www.nma1.org. Please do so. You will find out just what this exciting professional association is all about. We also have our own Web site maintained by member Doug Thorpe, which you may access through the Personnel department's Web site at: <http://www.lincoln.ne.gov/city/person/NMA-1/index.htm>.

There you will find monthly meeting announcements, a list of upcoming chapter events, information on Leadership Link and much, much more.

Think cool thoughts and I'll see you at the September 6th monthly meeting.

2005 Great Plains Symposium!

October ushers in the 40th anniversary of the Equal Employment Opportunity Commission (EEOC). The Lincoln Commission on Human Rights will be hosting its annual EEOC symposium on Tuesday, October 4, 2005. The cost is \$50 per person and includes meals, breaks, speakers, and reference materials.

Workshop titles include *Unfair Employment Practice Faced by Immigrants*, *How to Investigate a Discrimination Complaint*, *Multiculturalism & Diversity: A Closer Look*, *Working with People with Disabilities*, *Successful Business Practices: What are they? Why do they work?*, *FMLA: What you Should Know About the Law and the Abuses*.

In addition to the workshops, there will be two plenary sessions: *Employment Law Legal Updates* presented by Bill Harding, and *Interactive Look at Both Sides - The Maggie and Vice Show* by Maggie Stein and Vince Powers, local attorneys representing opposite sides, and they will debate on what type of information is needed when representing clients.

NMA Members are eligible for .6 CEU's.

For additional information and to register, you may visit LCHR's Web site. If you have any questions, please contact Sandi Moody at 441-7625. The registration deadline is September 26, 2005.

Leadership Link will award .6 CEU's for attendance at the
Lincoln Commission on Human Right's 2005 Great Plains

Link's Annual Report

Leadership Link would like to thank Terri Storer, Karen Eurich and Diane Mullins for their hard work in compiling the 2005 Annual Report. It has been several years since this has been completed and published. On August 19, 2005, these were mailed to all members. If you did not receive one, please e-mail Colleen Floth at cfloth@lincoln.ne.gov. Copies of the Annual Report will also be sent to directors and elected officials of the City and County. We are also send a copy to the National office.

DYNAMITE SPEAKER

Leadership Link was proud to host Dr. John Dumonceaux, vice president of Mission & Human Resources for St. Elizabeth's Regional Medical Center, at the last monthly meeting in August.

Dumonceaux spoke about a common misconception that there is a big difference between people who are viewed as being average and those who are seen as successful. When in reality, through employee development, that image can be changed. His presentation discussed the importance of employees perceiving themselves as true organizational partners.

Employees also need to develop a personal commitment to action and growth in order to influence others within the organization. Dumonceaux discussed his beliefs that the "small edge" between individuals come from basic attitudes developed toward work and life. He stated that in most organizations, personnel costs are the greatest expense. He indicated his belief that the small percentage of training monies allocated to employees development and training should be considered a sacred investment in the organization's future, its greatest resource - people.

MARK YOUR CALENDARS

SEPTEMBER 6 - Dr. B.J. Reed, Dean of Public Affairs & Community Service, University of Nebraska Omaha, will be the speaker at our Sept. 6th program, held at First Choice Credit Union, 2500 "N" Street, at 7:30 a.m.

Dr. Reed has been on the faculty at UNO since 1982, serving as the Chair of the Department from 1985 to 2000. He has served as the Dean since the fall of 2000.

Dr. Reed will discuss how government operations can improve professionalism, efficiency and effectiveness through the use of the strategic planning processes, which is a valuable management tool.

OCTOBER 4 - UNL Champion Club at 11:30 a.m., Dr. Lynn Harland will be talking about *Implementing Peer Performance Appraisals in Government*.

Dr. Harland is an Associate Professor and Chair of Marketing & Management at UNO. He teaches MBA courses in Organizational Behavior & Organizational Theory as well as a course titled, "Essential Leadership Skills," and teaches an Executive MBA course in Leadership Development.

Cost for both is \$9 for members, \$12 for non-members.



Community Service

By Martha Hakenkamp

We believe that individuals and organizations have a community and civic responsibility.

During the month of July, the following Leadership Link members put their leadership skills into action to help their community.

Ron Peery: UNL Volleyball Booster Club, West Lincoln Sertoma Club & South Lincoln Track Club

Colleen Andrews: COAHP & WPS

Suzy Campbell: AIM Mentor

Martha Hakenkamp: Friends of the Robert Hillestad Textiles Gallery

Denise Boyd: Paws Up & Food Bank

Tracie Foreman: Lifetime Health Community Service Activities

Jan Ekeler: Lifetime Health Community Service Activities

Bill Booe: Friendship Home

Is your name missing from this list?

Please consider telling us how you share your time and talents with the community. Who knows? There could be another Leadership Link member interested in the same cause and they don't know who to ask about it. Send an email to and share your story to: mhakenkamp@lincoln.ne.gov.

Don't know how to get involved?

Please contact me for fun and interesting ideas about how you and your family could fulfill the, "community and civic responsibility" that N.M.A works to promote. With close to 10 years of experience helping people figure out how to volunteer in Lincoln, I know that there is a perfect volunteer job for everyone!

Volunteering Again? Get Credit for it!

Help your chapter score big!

If you are involved in a community service project or event, please e-mail this information to Martha Hakenkamp at (mhakenkamp@lincoln.ne.gov), so our chapter will receive national credit.

UPCOMING OPPORTUNITY

Alzheimer's Association Memory Walk '05 is set for Sunday, September 18th at Antelope Park.

For more information or to register go to www.lincolnnwalk.kintera.org.

If you don't want to sponsor your own team or you just want to make a donation, contact Leadership Link member and longtime Memory Walker Suzy Campbell at 441-7070. She has been walking for more than 10 years and last year her team raised more than \$3,800 for the Alzheimer's Association!

Time Management for Managers

by Matt Krumrie

It's 8 p.m., and Mary is still at the office. Sighing as she answers her final e-mail for the night, she thinks back over the day.

"This isn't the job I was hired to do," she grumbled. "Instead of the project and people management I love, all I'm doing is babysitting and dealing with one crisis after another."

If you're a manager, you may have been in this situation. Sometimes, there just doesn't seem to be enough time to get things done. But other people do it, and so can you.

"Have you ever wondered how some extremely successful people not only get it all done, but also have time for vacations, trips and golf?" says Kathy Gillen, president of executive coaching company The Gillen Group in Elk River, Minnesota. "It's because they have managed a way to figure out how to manage their time."

Let's face it: There isn't a day that goes as planned for most busy managers. That's what management is -- juggling tasks to achieve a common goal and ultimately better the whole organization.

"When's the last day you didn't have a high-priority phone call, an urgent email or a stressed-out colleague begging for attention?" says Tom Gegax, founder of Gegax Management Systems in Minneapolis and author of *By the Seat of Your Pants: The No-Nonsense Business Management Guide*.

"Getting pulled off-course is in every leader's job description. That's why enlightened managers must have a strategy for dealing with daily interruptions."

The Six D's - Gegax bases his time-management principles on the "six D's" or don't do it, delay it, deflect it, delegate it, do it imperfectly and do it.

"When something pops ups, rather than robotically just doing it, I start with the first option," Gegax says. "If that doesn't apply, I move on to the second. I keep cruising down the list until I reach the appropriate action."

For instance, many seemingly urgent tasks disappear if you don't do them or delay them, he says, leaving you

more time and energy to focus on the tasks that matter. And while some flare-ups need immediate attention, your involvement isn't always required. Carefully consider whether to deflect the situation to another department or delegate it to a subordinate, Gegax advises.

If you do opt to tackle the problem yourself, Gegax cautions against automatically shifting into "perfectionist mode."

"A large number of my projects could hardly be described as perfect, yet were successful nevertheless," he says. Of course, reserve the final "D" do it -- for the tasks you've determined will keep you moving toward your goals.

The Multitasking Trap - Multitasking may seem like a way to productively "juggle" numerous tasks, but it actually prevents you from getting things accomplished, says Laura Stack, president of Denver-based consultancy, The Productivity Pro, and author of *Leave the Office Earlier*. She offers these tips on how to better manage your time and stay focused:



Batch: E-mail kills your concentration. Turn off the notification function on your email program. Set aside a specific number of times per day to check and deal with your email.

Prioritize: Don't get sidelined by interruptions. If you're working on the last-minute details of a report for a meeting that starts in 30 minutes, don't accept a drop-in visitor's request to "ask you something really quick."

Control Self-Interruption: Many times you interrupt yourself. You're sitting at your desk when all of a sudden, your brain starts talking to you.

"Oh, I need to tell Chris this," it says, and you pick up the phone or dash off an e-mail to "blurt" out whatever you were thinking about before you forget.

Instead, get yourself a three-ring binder, some loose-leaf paper and A-Z tabs. Create a sheet of paper for each person with whom you communicate frequently.

When your brain reminds you of something, simply turn to that person's communication log. Jot down the thought or idea and go back to what you were doing. When that person's log has several thoughts saved up, call the person and set up a meeting or phone conference.

Officer Spotlight

Steve Owen has been a member of Leadership Link for many years and has chaired and served on various committees. Steve is currently the Treasurer.

Q: If you could take a famous person to dinner, who would it be and why?

A: *If it was 200 years ago, I would enjoy sitting around the campfire with Captains Meriwether Lewis & William Clark dining on bison, elk and chokecherries. Traveling the Missouri & Columbus River basins, observing the fauna and flora and gaining an insight of how these men persevered and commanded their expedition would be fascinating. In present time, I would invite Captain Al Haynes, the pilot of 232 that crashed in Sioux City. Having him expand on his experience and his ability to think and react so quickly under extreme circumstances would be very interesting.*

Q: In your free time, what hobbies, interest or passions do you pursue?

A: *I enjoy hunting & fishing especially with family members. Some golf every once in a while, and motorcycle riding, fills in the rest of my free time.*

Q: What is your favorite restaurant(s)?

A: *My mother's house is a top choice...it's free, good service and great food. Some others include the VFW in Burwell for Prime Rib and my local favorite, Patty's Pub, where food and service is consistently good.*

Q: Why did you join Leadership Link and become an officer?

A: *My original purpose in joining Leadership Link was to meet fellow City & County staff that I would not normally have contact within my day to day work activities or affiliations. It seems we spend most of our training and professional development time involved in organizations that represent our respective professions. This has a tendency to narrow our interaction with other professionals to only those involved in similar work activities. I think Leadership Link offers a unique opportunity to expand networking beyond our own professions and careers as well as gain a better understanding of other City & County programs and services. Believe there is real value to be gained from these types of contacts as well as from participating in programs not normally offered through affiliations with my other technical organizations. The programs which are planned for the upcoming year are a good example of these unique professional development opportunities offered by Leadership Link.*

Q: If you could build your dream home anywhere in the world, where would it be and why?

A: *Somewhere overlooking the upper Missouri River valley. The Chippewa River region in Wisconsin or the*



north shore area of Lake Superior would also be nice locations.

Q: What is your horoscope sign and does it fit you?

A: *It's Libra. While I probably fit the diplomatic, even-tempered description, I'm sure most people that know me would NOT consider me as charming, "have elegance," good taste, being gentle or sensitive. Supposedly these are all attributes of a Libra. I'm sure there is another zodiac sign that fit me much better.*

N.M.A. STATEMENT OF PRINCIPLES

NMA is dedicated to managerial excellence, personal and professional growth, and leadership development. The following principles identify NMA's core beliefs and provide the basis for the Association's Mission Statement.

- We believe in the highest standards of personal and organizational integrity and respect for the individual.
- We believe in lifelong learning, continuous improvement, and the development of a workforce capable of sustaining a competitive posture in the global economy.
- We believe management is a creative, dynamic, and essential process enabling people to achieve personal and organizational objectives.
- We believe that managerial responsibility is shared among all individuals at all levels of the organization and that leadership is critical to management success.
- We believe that individuals and organizations have a community and civic responsibility.

CODE OF ETHICS

- I will recognize that all individuals inherently desire to practice their occupations to the best of their ability
- I will assume that all individuals want to do their best.
- I will maintain a broad and balanced outlook and will recognize value in the ideas and opinions of others.
- I will be guided in all my activities by truth, accuracy, fair dealing and good taste.
- I will keep informed on the latest developments in techniques, equipment, and processes.
- I will recommend or initiate methods to increase productivity and efficiency.
- I will support efforts to strengthen the management professional through training and education.
- I will help my associates reach personal and